West Bengal Co-operative Service Commission

PWD Buildings, Block–'A' [Ground Floor], Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata-700087

Advertisement No. 06/2015 (Revised)

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org **on and from 01/01/2016 to 12:00 Midnight of 19/02/2016 (Friday) (The last date of submission of application has been extended from 31/01/2016 to 19/02/2016 by decision of the Commission)** for recruitment to the following posts in various Co-operative Institutions as described hereunder.

Co-operative Institutions marked in Sl. No.16 and 17 have been incorporated with effect from 19th January, 2016 in terms of resolution adopted in the Commission's Meeting.

An applicant can apply for only one post code of the following Institutions by submission of only one application form.

Sl. No.	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification	Pay Scale (₹)	Total Initial Salary (₹)
1	Balitikuri Co-operative Bank Ltd.	Officer Gr. B (Law)	061501	1	UR:1	LLB +DCA	17000-500-27000 (20 Years)	25,500.00 (Approx.)
2		Officer Gr. B (Personnel)	061502	1	UR:1	MBA (HRM) or equivalent +DCA	17000-500-27000 (20 Years)	25,500.00 (Approx.)
3		Officer Gr. B (IT)	061503	1	UR:1	{BE /B.Tech (CSE/IT) or equivalent} or MSc in CS/MCA/M. Tech or equivalent (Diploma/Specialization in Networking preferable in either case)	17000-500-27000 (20 Years)	25,500.00 (Approx.)
4	Bankura Wholesale Consumers' Co-operative Society Ltd.	Additional Pharmacist	061504	1	UR:1	Diploma in Pharmacy + BCK	Pay Band: 7100-39000 Grade Pay:3600	14,445.00 (Approx.)
5		Manager	061505	1	UR: 1	B. Com. (Hons.) + BCK	Pay Band: 7100-37600 Grade Pay:3900	14,850.00 (Approx.)
6	Jalpaiguri Central Co-operative Bank Ltd.	Assistant Manager Gr. II B	061506	2	UR:1, SC:1	60% for UR (55% for SC/ST/OBC) in HS / Equivalent & 45% marks (in Hons. Subject) for Hons. Graduates OR 50% marks for Pass Graduates + BCK	11840-500/10-16840-600/9-22240 (20 Years)	31,550.00 (Approx.)
7		Chief Accountant Gr. II A	061507	1	UR:1	Chartered Accountant/Cost Accountant & Hons. Grad.(With 60% marks in Hons. Subject) + BCK	14600-600/10-20600-700/9-26900 (20 Years)	38,186.00 (Approx.)
8	Malda District Central Co-operative Bank Ltd.	Officer Gr. II (Deputy Manager) (MMG Scale III)	061508	1	UR:1	Chartered Accountant/Cost Accountant + 8 Years post qualification experience in Banking + BCK	25700-800/5-29700-900/2-31500	57,220.00 (Approx.)
9	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (TANTUJA)	Marketing Officer	061509	2	UR:1,SC:1	Graduate in any discipline & MBA (Specialization in Marketing is preferable) or equivalent + BCK	Pay Band4:9000-40500 Grade Pay:4800	24,940.00 (Approx.)
10		Procurement Officer (Tech.)	061510	1	UR:1	Diploma in Handloom & Textile Technology + BCK	Pay Band 4:9000-40500 Grade Pay:4800	24,940.00 (Approx.)
11	The West Bengal State Co-operative Marketing Federation Ltd. (BENFED)	Branch Accountant	061511	3	SC:2, ST:1	B.Com (Hons) Or 50% marks in aggregate for B.Com. (Pass) + BCK (In either case)	Pay Band:7100-37600 Grade Pay:3900	20,100.00 (Approx.)
12		Manager (Audit & Accounts)	061512	1	UR:1	50% marks in M.Com. + BCK [Desirable Qualification-CA/MCA/MBA(Finance) or equivalent]	Pay Band:9000-40500 Grade Pay:6600	28,380.00 (Approx.)

13	**Samata Co-operative Development Bank Ltd.**	System Administrator	061513	1	UR:1	BE/B.Tech in CS/IT or equivalent + 1 year experience in CBS environment	9300-300/3-10200-500/6-13200-700/8-18800-100/2-20800(With two advance increments) (19 years)	21,895.00 (Approx.)
14	**West Bengal State Co-operative Union**	D.C.E.I.	061514	6	UR:3,SC:2, OBC-B:1	Hons. Graduate/Post Graduate + BCK	Pay Band:7100-37600 Grade Pay:3600	20,172.00 (Approx.)
15		Lecturer	061515	5	UR:3, ST:1, OBC-A:1	M. Com. + BCK (Must have Nepali as1st Language in Secondary level only for ST Vacancy)	Pay Band:7100-37600 Grade Pay:3900	22,387.00 (Approx.)
*16	**Jhargram Co-operative Agriculture & Rural Development Bank Ltd.**	Assistant Manager (Computer) Gr. IIB	061516	1	UR:1	BCA/MCA or equivalent degree from NCTE/AICTE recognised Institution/College/University	11100-(600)-12300-(700)-17200-(1300)-18500-(800)-25700	25,647.00 (Approx.)
*17	**Malda Co-operative Agriculture and Rural Development Bank Ltd.**	Manager (Development and IT)	061517	1	UR:1	B.E/B. Tech (Computer Science and Information Technology) or Equivalent + Minimum One year Experience as an IT expert or Equivalent	14500-0600/7-18700-700/2-20100-800/7-25700	32,302.00 (Approx.)

N.B:-[1] The Applicant must have obtained requisite degree from any UGC - recognised University **on or before** the date of making application. In case of Technical or Professional Qualification, the course must be accredited by AICTE or degree obtained from any UGC recognised University.

[2] BCK stands for **Basic Computer Knowledge** meaning a computer course covering at least MS Office and Internet Operation, with a duration of minimum six months**. DCA** means Diploma in Computer Applications with minimum one year duration. **CBS** means Core Banking Solution. **If the academic/professional course curriculum successfully pursued by the applicant contains at least 6 months' session on Computer Application and the same is duly mentioned in the testimonial/document, certificate on BCK will not be separately necessary.**

[3] An Applicant must have **Bengali** as 1st/ 2nd Language in the 10th /12th Standard Examination. If any Applicant does not have Bengali as 1st/2nd Language in the 10th /12th Standard Examination, he/she will have to appear in a **Bengali Proficiency Test** at the time of Interview/ Viva Voce Test. An applicant applying **for post code 061515** against ST vacancy must have **Nepali** as 1st language in Secondary level Examination.

[4] UR stands for Unreserved, EC stands for Exempted Category, SC stands for Scheduled Caste, ST stands for Scheduled Tribe and OBC stands for Other Backward Classes.

[5] Co-operative Institutions marked in Sl. No.*16 and *17 have been incorporated into the above list with effect from 19th January, 2016 in terms of resolution adopted in the Commission's Meeting.

[6] An applicant who has already applied in respect of this Advertisement, and who now, in cancellation of his/her previous application, intends to apply for the postcode 061516 or 061517 should apply to the Commission in writing stating clearly - (1) his/her name, (2) Reference Id, (3) Transaction ID for successful transaction, (4) request for his/her desire for cancellation of the previous application, and indicating his/her choice for the new postcode (either 061516 or 061517), (5) enclosing a photocopy of the application submitted previously. The application should be addressed to the Secretary, West Bengal Co-operative Service Commission, PWD Buildings, Block-A (Ground Floor), Khadya Bhawan, 11A Mirza Ghalib St, Kolkata-87. On receipt of such application the Commission shall cancel the previous application and shall entertain the new request in the appropriate cases. The list of such candidates will be uploaded in the Commission's website after the last date of submission of applications. Be it noted that- (1) Such request for change of postcode will only be entertained if the applicant fulfils all the requisite criteria for the post code 061516 or 061517, (2) Applications in this respect must reach the office of the Commission through either Speed Post or Registered Post with AD latest by 19/2/2016, (3) Such request will be considered for once only, (3) Request for switching over to any other post code will not be entertained other than post code **061516** or **061517.**

AGE LIMIT (AS ON 01/01/2015)
TABLE: 1

Category	UR / UR(EC)	SC	ST	OBC	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18	18
Upper Age limit (For all Post Codes 061508)	40	45	45	45	45	45
Upper Age limit (For Post Code 061508)	45	50	50	50	50	50

HOW TO APPLY

1. In order to apply an applicant must provide one **e-mail address** for receiving communications from the Commission.

2 An Applicant must enter his/her personal, academic and technical (computer) details truly and correctly as required in the application form.

2. Applicants will be required to scan and upload their --(1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10thstandard), (5) Caste Certificate (if applicable) at the time of submission of application.

3. Applicants will have to apply for only one post code and they will be considered only for that post code.

4. Applications will be deemed to have been successfully submitted only after successful payment of correct and exact amounts given below (Please see tables 2, 3 and 4).

5. A **Reference Number** will generate soon after entering all the data relating to personal details as asked for in the application form. Applicants are advised to note and preserve the Reference No. for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Reference No. will also be sent to the e-mail address provided by the applicant.

6. After successful payment a **Transaction Id** will generate which will also be sent to the said e mail address of the Applicant. This Transaction id will be treated as the proof of transaction made.

7. After successful submission of application, a soft version of filled-up application form along with Transaction id will generate. Applicants should save and get a print-out of the same.

8. **If any applicant submits more than one application, only the application submitted last will be considered by the Commission and other application(s) will be treated as cancelled. No refund will, however, be made for the payment(s) against the cancelled application(s) under any circumstances.**

FEES

Applicants will have to pay **Examination Fees** and **Processing Fees** at the following rates.

TABLE: 2

Sl. No.	Category	Examination Fees	Processing Fees	Total Amount Payable
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs.160.00
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.140.00	Rs.20.00	Rs.160.00
3	Scheduled Castes (SC),	NIL	Rs.20.00	Rs. 20.00
4	Scheduled Tribes (ST)	NIL	Rs.20.00	Rs. 20.00

N.B. :

1. SC & ST candidates are exempted from paying Examination Fees.

2. SC & ST candidates of other states will get no exemption in Examination Fees.

METHODS OF SUBMISSION OF APPLICATIONS

Applicants may submit their applications in any of the following two ways: -

A. ON-LINE SUBMISSION THROUGH COMMISSION'S WEBSITE

Applicants may submit their applications on-line through Commission's website www.webcsc.org. Applicants must provide basic information as required in the application form and upload scanned copies of the following : --(1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard), (5) Caste Certificate (if applicable).

MODE OF ONLINE PAYMENT – e-Payment may be made through payment gateway by using Debit Card / Credit Card/ Net Banking Facility. Service Charges (imposed by the Concerned Agency) and Service Tax (imposed by Govt. of India) are payable as follows: --

TABLE: 3

Sl. no.	Name of the Facility	Service Charges	Service Tax
1	Net Banking facility Fees	Rs. 10.00	
2	Card Gateway Facility Fees (VISA , Master Card), Debit Card	Rs.5.00	As applicable on Service Charges
3	Card Gateway Facility Fees (Amex, Diners)	Rs.5.00	

NOTE: - 1. Successful submission of application shall take place only if payment of exact amount as given above is successfully made.

2. **Examination Fees, Processing Fees, Service Charges and Service Tax (on Service Charges) are not refundable under any circumstances and in any case.**

A. ON-LINE SUBMISSION THROUGH TATHYA MITRA KENDRA-s

1. West Bengal Co-operative Service Commission has also arranged for submission of online applications through the Tathya Mitra Kendras, set up by the Govt. of WB down to the level of Gram Panchayats in the State of West Bengal. **The list of the Tathya Mitra Kendras is available at www.csc.gov.in .Applicants may click on 'CSC LOCATOR' to find out a nearby Tathya Mitra Kendra.**

2. The Tathya Mitra Kendras will provide two types of assistances:

(A) They may help in filling up the application forms, and make payments through CSC Wallet.

(B) Where the applicant fills up application form himself or herself Tathya Mitra Kendras may help in making payments through their CSC Wallet.

(A) Underline **For those Candidates who like to Fill up Application Form and Pay through Tathya Mitra Kendras**

 (I) If any applicant does not have an e-mail address, he/she can approach the authorsied person of the Tathya Mitra Kendras to generate the same.

(II) Applicants may approach the Authorized Person of any of the listed Tathya Mitra Kendras with all particulars of personal, academic and technical details as required in the application form.

(III) The particulars as required in the Application Form have to be properly filled up and the following documents viz., (1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard) and (5) Caste Certificate (if applicable) have to be scanned and uploaded properly at the time of submission.

(IV) Before online payment, applicants are advised to check detailed on-screen information entered by the authorized person of the Tathya Mitra Kendra. **The same may be edited, if required, before making payment.**

(V) The applicants have to pay Examination Fees and Processing Fees along with Service Charge (imposed by Tathya Mitra Kendras) and Service Tax (imposed by Central Government) as detailed below. **The applicant will not make any extra payment (other than as mentioned below).**

TABLE: 4 A

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	As Applicable
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.140.00	Rs.20.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	
3	Scheduled Castes (SC),	NIL	Rs.20.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.20.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	

(B)For those Candidates who like to Pay only through Tathya Mitra Kendras

(I) **If any Applicant desires to fill up the application form himself/herself and make payment through CSC Wallet,** he/she will fill up the application form till payment option comes. A **Reference No.** will generate. The applicant will give the Reference No. to the authorized person of the Tathya Mitra Kendra who will arrange for making payment through CSC Wallet.

(II) The applicants have to pay Examination Fees and Processing Fees along with Service Charges (imposed by Tathya Mitra Kendras) and Service Tax (imposed by the Central Government) as detailed below. **The applicant will not make extra payment other than as mentioned below.**

(III) **Examination Fees, Processing Fees, Service Charges and Service Tax are not refundable under any circumstances and in any case.**

TABLE: 4 B

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	As Applicable
2	Other Backward Classes (OBC),OBC-A, OBC-B	Rs.140.00	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
3	Scheduled Castes (SC),	NIL	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	

(*IV*) After successful submission of application, applicants should get print outs of their filled- up application.

3. After payment of above Fees the authorized person of the Tathya Mitra Kendra will hand over to the applicant a printed receipt with Reference No. and Transaction Id. as an acknowledgement of successful online submission of application. The applicants are advised to preserve the numbers for all future communications, if any, with the Commission.

4. After successful submission of application, applicants should get print outs of their filled- up applications.

5 .Examination Fees, Processing Fees, Service Charges and Service Tax are not refundable under any circumstances and in any case.

SELECTION PRODEURE

1. Stage-I: Candidates will have to appear in a written examination, which will consist of **two** papers:

Paper-I : Will contain 150 nos. of MCQ type questions. Full marks: 150. Duration: 2 hrs.

Paper-II : Will contain 100 nos. of MCQ type questions. Full marks: 100. Duration: 1 hr. 30 minutes.

Both papers will be held on the same day. Details of Syllabi of Paper I and Paper II will be available in the website later. Names of the subjects of Paper II (postcode wise) is given hereunder in Table 5: -

TABLE: 5

Postcode	Name of subject (Paper II)	Postcode	Name of subject (Paper II)	Postcode	Name of subject (Paper II)
061501	Law	061506	Financial Management with special stress on Management Accounting and General Banking Awareness	061511	Fundamentals of Accountancy & General Banking Awareness-I
061502	Human Resource Management	061507	Fundamentals of Accountancy & General Banking Awareness-II	061512	Fundamentals of Accountancy & General Banking Awareness-II
061503	Computer Science with emphasis on Networking	061508	Fundamentals of Accountancy & General Banking Awareness-II	061513	Computer Science with emphasis on Networking
061504	Pharmacy	061509	Marketing Management	061514	Fundamentals of Accountancy & General Banking Awareness-I
061505	Fundamentals of Accountancy & General Banking Awareness-I	061510	Handloom and Textile Technology	061515	Fundamentals of Accountancy & General Banking Awareness-II
061516	Computer Science with emphasis on Networking	061517	Computer Science with emphasis on Networking		

2. Stage II: The candidates will be called for interview/viva voce test (of 24 marks) as per merit list prepared on the basis of the results of the written examination subject to production of Documents and Testimonials before this Commission for verification thereof.

3. Verification of Testimonials : Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the written examination will have to produce before the Commission all original documents and testimonials for verification, and also submit one set of self-attested copies of the same. **If any candidate fails to attend the Commission on the scheduled date(s) and / or fails to produce the required documents / testimonials, his / her candidature will be liable to be cancelled. Be it noted that mere verification of testimonials does not guarantee call for interview/viva voce test.**

4. After verification of testimonials, candidates will be called for Interview/Viva voce Test.

5. Total marks: Total Marks will be calculated by adding: - (1) Marks obtained in Paper I, (2) Marks obtained in Paper II, and (3) Marks obtained in Interview /Viva Voce Test.

6. Recommendation: The first list of candidates for recommendation will be prepared on the basis of merit-cum-preference.

7. Panel: A panel will be prepared with the remaining candidates on the basis of merit. The said Panel shall remain valid for one year from the date of publication of the first list of recommendation.

8. Consequential Vacancies: If any 'consequential' vacancy arises in any Institution because of non-joining/ leaving of candidate(s) already recommended in the first list, the candidate(s) will be recommended from the panel on the basis of merit, provided that such 'Consequential Vacancy' is reported to the Commission by the institution within the period of validity of the panel formed under clause 7.

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IMPORTANT NOTES

1. The Commission will notify, from time to time, the date of examination and the date of availability of the Admit Cards in its website www.webscsc.org and in the Kazer Bazar section of the Anandabazar Patrika.
2. All examination Centres will be in and around Kolkata only.
3. **NO ADMIT CARD WILL BE SENT BY POST,** or provided from the Commission's Office. Candidates will have to download their Admit Cards from the Commission's website and get two printed copies of the same.
4. Candidates will have to submit one copy of the Admit Card at the time of written examination.
5. The date of verification of documents and testimonials will be declared by the Commission in its website and in the Kazer Bazar section of the Anandabazar Patrika.
6. The list of candidates to be called for Interview/ Viva Voce Test will be displayed in the Commission's website www.webscsc.org.
7. Letters for verification of documents will be sent by speed post.
8. The list of recommended candidates will be published in the Commission's website. The Recommendation Letters will be sent to the candidates by speed post.
9. Canvassing, in any form, is strictly prohibited.
10. For any problem regarding submission of application please send e-mail to this address kolkatawbcsc@gmail.com   mentioning your Reference No. and Transaction Id.
11. If any Tathya Mitra Kendra does not co-operate with the applicants, the applicants may contact at this **Help Desk Number: 1800 3000 3468 (Toll Free) [from 10.00 am to 1.00 pm and from 2.00 pm to 6.00 pm.**
12. If at any stage it is found that the candidate has suppressed/provided wrong information, his candidature will be liable to be cancelled.

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SECRETARY-IN-CHARGE